

FILM AND TV INDUSTRY JOBS & RELATED ACADEMIC PROGRAMS

Job	Thumbnail Job Description	Related Programs	Institution
<i>Production</i>			
Assistant Director (Includes 1 st AD, 2 nd AD)	1 st AD serves as the “right hand” of the Director; 2 nd AD ensures 1 st AD’s directives are fulfilled, handles union contracts and other paperwork; 2 nd AD manages extras in the cast.	TV Production Technology (AAS)	CTC
Associate Producer	AKA “AP,” frequently an entry-level position serving as producer’s assistant, especially in script organization, writing and editing.	TV Production Technology (AAS)	CTC
Director	Serves as the production unit’s artistic chief; interprets the script for actors; leads the project from script to film.	TV Production Technology (AAS)	CTC
Line Producer	Oversees the project’s budget and may also oversee other operational and non-creative aspects of a production.	Business Management (AAS, Diploma)	CTC
Production Accountant	Collaborates with producer, creates budgets, schedules & financial reports to ensure that expenses stay in line with production budgets; often a freelance job.	Accounting (AAS, Diploma)	CTC
Production Assistant	AKA “Production Runner,” performs general office and on-set tasks, crowd control, deliveries, assistance with PR and others; typically an entry-level and freelance position with many possible responsibilities depending on the production.	TV Production Technology (AAS) Business Technology (AAS, Diploma)	CTC
Production Coordinator	Responsible for overall logistics of the production, including business, financial and human resources; serves as the vital communication link between units.	Business Management (AAS, Diploma) Logistics and Supply Chain Management (AAS)	CTC
Production Manager	Responsible for allocation of production budget, salary negotiation, scheduling of personnel and equipment; conveys budgetary needs to Line Producer.	Business Management (AAS, Diploma)	CTC
Production Secretary	Typically provides administrative and logistical assistance to the Production Manager or Coordinator.	Business Technology (AAS, Diploma)	CTC
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<i>Art</i>			
Art Department Coordinator	Supervises the entire Art Dept., reporting to the Art Director and Production Designer; ensures that their artistic vision is realized in the film’s overall “look” and that business matters are handled smoothly.	Business Management (AAS, Diploma) Technical Specialist (Certificate) + 4-year degree in Theatre or Fine Arts	CTC; 4-year college
Art Director	Serves as project manager for the Art Dept.; responsible for design and construction of sets and overseeing the budget and certain personnel; works with the Production Designer to create the stylistic and emotional environment of a film.	Business Management (AAS, Diploma) Technical Specialist (Certificate) + 4-year degree in Theatre or Fine Arts	CTC; 4-year college

FILM AND TV INDUSTRY JOBS & RELATED ACADEMIC PROGRAMS

Construction Coordinator	Responsible for set construction logistics and personnel in a film or television production.	Technical Specialist (Certificate) + 4-year degree in Construction	CTC; 4-year college
Production Designer	Collaborates with the Director and other Producers to create a cohesive “look” for a show; oversees set design/ construction and location searches.	Technical Specialist (Certificate) + 4-year degree in Drama/Theatre or Fine Arts	CTC
Prop Maker	Builds props (properties) required for the film that either cannot be found or are too costly; often trained or adept at sculpting, machining and other related skills.	Technical Specialist (Certificate) alone or + 4-year degree in Drama/Theatre or Fine Arts	CTC; 4-year college
Prop Master	Procures, manages and organizes the logistics of all props (properties) throughout a production.	Logistics and Supply Chain Management (AAS)	CTC
Set Decorator	Under the supervision of the Production Designer and in collaboration with the Art Director, determines fixed, decorative items, e.g., furniture and other non-structural components, for the set.	Interiors (AAS, Diploma) Technical Specialist (Certificate) + 4-year degree in Art History	CTC; 4-year college
Set Designer	Typically a trained drafter, architect or engineer who makes drawings of the sets and set components that will be built and then supervises set construction. Works under the Production Designer and collaborates with the Art Director.	Drafting Technology (AAS) Interiors (AAS, Diploma) Technical Specialist (Certificate) + 4-year degree in Art History	CTC; 4-year college
Set Dresser	Puts in place and strikes (removes) non-structural components of a set, such as furniture, window treatments, carpet, lights.	Interiors (AAS, Diploma)	CTC
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<i>Camera</i>			
Animator	Creates moving images, composed of a series of single frames, for the screen; most animators specialize in 2D or 3D animation.	Design and Media Production Technology (AAS, Diploma) ; Animation (Certificate)	CTC
Animator (Live Action)	Creates moving images for the screen, composed of a series of single frames, and combines them with live action images and real elements.	Design and Media Production Technology (AAS, Diploma) ; Animation (Certificate)	CTC
Camera Assistant (Includes 1 st AC, 2 nd AC)	The 1 st AC (aka “focus puller”) is the right hand of the Camera Operator and is concerned primarily with tracking and adjusting for focal length (distance between the subject and camera lens). The 2 nd AC (aka Loader) reloads batteries and film magazines and operates the clapperboard.	TV Production Technology (AAS)	CTC
Camera Operator (CO)	Under the Director of Photography, responsible for the technical aspects of photography.	TV Production Technology (AAS)	CTC
Digital Imaging Technician (DIT)	Digitally manipulates images for maximum quality; responsible for quality control, transfer, and storage of images; a relatively new position in the industry that supports newer digital video formats.	Design and Media Production Technology (AAS, Diploma)	CTC

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Director of Photography (DP)	Also referred to as a DP or Cinematographer, collaborates with the Camera Operator to coordinate lighting, composition and shooting in accordance with the Director's artistic vision; typically requires many years of preparation and experience; many DPs were gaffers at one time.	TV Production Technology (AAS) is one possible starting point; Technical Specialist (Certificate) is another	CTC; 4-year college
Graphic/Titles Designer	Creates opening titles, subtitles, and credits in a film or television production; works with the Director and Editor to determine fonts, colors, and other elements.	Design and Media Production Technology (AAS, Diploma)	CTC
Motion Graphics/Capture Artist	Technically, a motion designer, meaning a graphic designer within the media of film, video or computer animation.	Design and Media Production Technology (AAS or Diploma w/ Motion Graphics Specialization)	CTC
Videographer	Responsible for creation of video footage that documents the making of a film or television production.	Design and Media Production Technology (AAS, Diploma)	CTC

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Sound

Sound Mixer	Chief of the Sound Dept., responsible for the film or television production's audio; oversees the Boom Operator.	TV Production Technology (AAS)	CTC
Boom Operator	Works under the Sound Mixer; ensures optimal placement of boom pole throughout shooting.	TV Production Technology (AAS)	CTC
Sound Assistant	Reports to and supports the Sound Mixer and Boom Operator; maintains audio equipment.	TV Production Technology (AAS)	CTC

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Lighting/Grip/Electric

Gaffer	Heads the electrical department; sometimes called the Chief Lighting Technician; works in close contact with the Director of Photography (DP).	Industrial Maintenance and Electrical Technology (AAS, Diploma) <i>**Electrician requires additional certification</i>	CTC
Best Boy Electric	Serves as assistant to the Gaffer, with emphasis on logistical and personnel matters.	TV Production Technology (AAS)	CTC
Best Boy Grip	Serves as assistant to the Key Grip, with emphasis on logistical and personnel matters.	TV Production Technology (AAS)	CTC
Dolly Grip	Responsible for the camera dollies or cranes.	TV Production Technology (AAS)	CTC
Key Grip	Functions as a foreman among the grips; supervises the technical aspects of their jobs.	TV Production Technology (AAS)	CTC

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Script

Script Supervisor	AKA Continuity Supervisor, tracks filming against the script and keeps detailed, accurate notes of filming.	TV Production Technology (AAS) Technical Specialist (Certificate)	CTC
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<i>Hair/Makeup/Wardrobe</i>			
Hair Stylist	AKA Hairdresser, prepares subjects' scalp and skin for the camera, in accordance with period, stylistic and other requirements; works with the Director and liaises with makeup and costume personnel.	Cosmetology (Diploma)	CTC
Makeup Artist	Applies, removes and maintains makeup and prosthetics in accordance with period, stylistic and other requirements; works with the Director and liaises with hair and costume personnel.	Cosmetology (Diploma) is a starting point; Further training may be required	CTC
Wardrobe Stylist	In close contact with the Costume Designer, organizes, styles, delivers, maintains and accounts for the cast's wardrobe; sometimes referred to as a Wardrobe Assistant.	Technical Specialist (Certificate) + 4-year degree in Drama, Theatre or Fine Arts	CTC; 4-year college
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<i>Food</i>			
Assistant Food Stylist	Provides support to the Food Stylist; ensures that s/he has all needed supplies and is following all recipes and procedures.	Culinary Arts (AAS, Diploma)	CTC
Caterer	Creates and serves lunch six hours after shooting begins and a second meal six hours after lunch; both meals must be hot and typically are served sit-down style as opposed to buffet-style.	Culinary Arts (AAS, Diploma)	CTC
Craft Service	Keeps the various departments ("crafts") supplied with an array of snacks, beverages and meals; also monitors the set for trash, disorder and special needs among the cast and crew.	Culinary Arts (AAS, Diploma)	CTC
Food Stylist	Strategically enhances or alters the appearance of food for the camera; may use special techniques to minimize perishability.	Culinary Arts (AAS, Diploma)	CTC
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<i>Locations</i>			
Location Manager	Responsible for finding and securing suitable appropriate physical locations outside of a studio for filming; organizes the associated logistics, including health and safety, permits, fees, and scheduling.	Business Management (AAS, Diploma) Logistics and Supply Chain Management (AAS)	CTC
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<i>Transportation</i>			
Captain	AKA Gang Boss, serves as the coordinator of transportation; responsible for securing, assigning, dispatching and maintaining various vehicles; works with the Location Manager in obtaining required approvals and permits.	Commercial Truck Driving (Certificate)	CTC
Driver	Working under the Captain, drives various production vehicles to the locations and back to origin.	Commercial Truck Driving (Certificate)	CTC

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Marketing			
Marketing Assistant	Provides support to the Marketing Manager; performs research on competing companies and products; performs various clerical tasks.	Marketing Management (AAS, Diploma)	CTC
Marketing Representative	Organizes, maintains and delivers promotional materials, such as posters and DVDs, to stores and venues; coordinates contests and other promotional activities; tracks sales.	Marketing Management (AAS, Diploma) Technical Specialist (Certificate) + 4-year degree in Marketing	CTC; 4-year college
Public Relations Assistant	Supports senior PR staff, performs media research, prepares internal and external coverage summaries for clients; duties vary and include clerical tasks.	Marketing Management (AAS, Diploma) Technical Specialist (Certificate) + 4-year degree in Public Relations or Communications	CTC; 4-year college
Unit Stills Photographer	Takes still photos to be used in promotional materials and publicity, such as posters, DVDs and press releases; usually a freelance position.	Technical Specialist (Certificate) + 4-year degree in Fine Arts - Photography	CTC; 4-year college

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Talent			
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Actor	Under the Director's guidance and supervision—and following the Director's interpretation of the script—portrays characters within a story.	Technical Specialist (Certificate) + 4-year degree in Drama, Theatre or Performance Studies; MFA degree	CTC; 4-year college; Graduate Drama School
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Music			
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Composer, Music Director, Music Supervisor, Musicologist	Such positions in the film and TV industry typically require bachelor's or graduate degrees and extensive musical training. <i>Music Editors</i> are part of post-production and have expertise in sound editing, not necessarily a musical background.	Technical Specialist (Certificate) + 4-year degree; Graduate degree	CTC; 4-year college; Graduate school of Music
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Post-Production			
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Editor	Responsible for organizing, connecting and optimizing the many pieces of a film from both an artistic and technical point of view; reports to the Director and Producer.	TV Production Technology (AAS)	CTC
Music Editor	Serves as a nexus between the film and Composer;	TV Production Technology (AAS)	CTC

Disclaimer: Chattahoochee Technical College makes no representation that completion of one of the academic programs listed in this document will ensure employment in the film and TV industry. Academic programs listed in this document provide knowledge in a particular area and may be useful as a career foundation or for further training.

Source: Georgia Film Office, Georgia Film Academy, Media-Match, Get-in MediaSites